

Rationale:

At BPPS we acknowledge that students may need prescription and non-prescription medication to be administered at school or on school activities by school staff. We are committed to keeping children free from harm and safe when taking such medications.

Aims:

- To ensure staff store and administer prescription medication and non-prescription medication correctly.
- To ensure Boroondara Park Primary School complies with DET policy and guidelines and the provisions of the *Working with Children Act 2005*.

Implementation:

- The school will obtain written advice on a 'Request to Administer Medication' Form for all medication to be administered by the school. The form should be completed by the student's by parents/guardians.
Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health plan.
- The Principal, or will ensure that the correct student receives their correct medication in the proper dose, via the correct method, such as inhaled or orally, at the correct time of day.
- A log of medicine administered will be kept. As a good practice, entries will be signed by two people.
- Notwithstanding any of the above, the school will encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.
- The school will ensure medication is stored for the period of time specified in the written instructions received.
- The school will ensure that medication is stored securely to minimise risk to others, in a place only accessible by staff who are responsible for administering the medication, away from the classroom and away from the first aid kit.
- Analgesics such as aspirin and paracetamol will not be administered without parent/carer permission.
- Use of medication by anyone other than the prescribed student will not be permitted.
- Only in a life threatening emergency might this requirement be varied. For example, if a student is having an asthma attack and the child's own blue reliever puffer is not readily available, one should be obtained and given without delay.
- In very rare circumstances the Principal may give permission for the student to self-medicate but only after consultation and obtaining written authority that the student is capable of self-medicating.
- In the event of an error in medication administration, the school will ring the Poisons Information Line on 13 11 26 and give details of the incident and student, call an ambulance if appropriate, contact the parents and review the medication management procedures at the school in the light of the incident
- Please refer also to the school's *Duty of Care Policy*, the *Anaphylaxis Management Policy* and the *Asthma Management Policy*.

Evaluation:

This policy will be reviewed with student, parent and community input as part of the school's three year review process.

Reference: DET School Policy Advisory Guide > A-Z Index